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**VISITORS ACCESS CONTROL PROCEDURES**

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1. **PURPOSE.** *This circular establishes the procedures for granting visitors access to the Bureau of Engraving and Printing (BEP/Bureau).*
2. **SCOPE.** *This circular applies to all Bureau employees, contractors, and visitors who are granted access to the Bureau in Washington, DC (WDC) and the Western Currency Facility (WCF) in Fort Worth, Texas.*
3. **POLICY.** *It is the policy of the Bureau that all visitors to these facilities will be processed by means of the Visitor Access Control System (VACS). **The Chief, Office of Security, must approve exceptions to this policy for WDC and the Manager of the Security Division will grant approval exceptions for WCF. It is also the policy of the Bureau that the** concerned Office Chief or Division Manager be personally aware of the presence of any visitors into areas under his/her control and responsibility.*
4. **SUPERSESSION.** *This circular supersedes Circular 71-00.29a, entitled "Modification of Visitor Control Policy," dated October 1, 1992, and any other previously-published BEP issuances relating to visitor access control procedures, to the extent that such issuances conflict with this circular.*
5. **BACKGROUND.** *The Bureau is a secure government facility that manufactures United States currency, postage stamps, and other government securities. As such, access to BEP is strictly controlled and limited. All non-Bureau persons desiring access will be required to furnish VALID PHOTO IDENTIFICATION in order to be properly identified and cleared for access. Individuals granted access must be escorted at all times by authorized escort(s). Authorized escort personnel are responsible for notifying their visitors of all security requirements.*
6. **REFERENCE.** *Bureau of Engraving and Printing Security Manual, Manual No. 71-00, Section 3, dated February 1, 2001.*
7. **PROCEDURES.** *These procedures apply to the issuance of visitor badges for access into the BEP or its properties, e.g., perimeter/offsite locations.*
  - a. *Access will only be granted to the Bureau for official BEP business.*
  - b. *All official visitors requesting access into the Bureau will be required to undergo an Office of Security records check.*

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**c. All Visitor information placed into the Visitors Access Control System (VACS) will be controlled by the Office of Security, Centralized Police Operations Center (CPOC) and the Visitor's Appointment Control Center (VACC) Washington, DC, or the Security Division for WCF.**

**d. Designated Bureau personnel requesting authorization for official visitors to enter the Bureau will e-mail one completed BEP Form 2128 (Visitor Notification and Approval) for each individual visitor requesting access. Further, designated personnel should provide the visitor's information at least four (4) hours prior to visit.**

**e. Office Chiefs will designate a primary and alternate Visitor Access Scheduler who will be responsible for providing the Visitors Appointment Control Center personnel with all necessary information required to process the request. Under no circumstances will the requesting designated office person attempt to grant visitors access to the Bureau without following the prescribed procedures. All visitors, without exception, will be cleared through the Office of Security, and placed into the VACS by VACC's or CPOC personnel.**

**f. Office Chiefs and Division Managers will provide a current list of personnel who will be designated Visitor Appointment Schedulers, to the Commander, Police Operations Division, and the Manager, Technical Security Division (WDC). The Management Control Staff (WCF) will provide the Manager, Security Division, a current list of WCF personnel authorized to enter visitors in the VACS. Bureau offices (WDC) will be responsible for ensuring that their list is updated quarterly. Division Managers (WCF) are responsible for ensuring that their list is updated with the Management Control Staff quarterly.**

**g. Designated office personnel are responsible for notifying their visitor(s) of this security procedure.**

**h. All Special Events involving groups or organizations from outside of the Bureau and other events involving the use of the BEP Conferencing Center must be approved and cleared at least seven (7) days in advance through the Associate Director (Management) (WDC) or the Plant Manager (WCF).**

**i. Visitor access requests for attendance at any event involving five (5) or more visitors must be submitted to the CPOC/VACC (WDC) or Security Division (WCF) not less than three (3) working days prior to the event.**

**j. In instances where a visitor is denied access, the submitting office will be contacted via telephone by Personnel Security Division/Personnel Security Branch as soon as possible.**

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***k. In the event a last minute visitor access request is required for a visitor who is essential to the mission of the Bureau, time submission requirements may be waived by a Manager in the Office of Security (WDC) or the Manager/Deputy Manager, Security Division (WCF).***

***l. The authorization for visitor(s) into the Bureau remains the responsibility of the Office Chief (WDC)/Division Manager (WCF) sponsoring the visitor(s).***

***m. The provisions of this circular also apply to the WDC tenant activities listed below. At the WCF, the Bureau COTR will authorize all visitors for contractors and complete BEP Form 2128; the completed form will be e-mailed to the Hardened Command Center (HCC) for processing:***

- (1) BEP Credit Union;***
- (2) U.S. Public Health Service/Contractor;***
- (3) Cafeteria;***
- (4) Office of IT Operations; and,***
- (5) Security Systems Contractors.***

**8. SPECIAL ACCESS PROVISIONS.**

***a. EEO/EMPLOYEE COUNSELING SERVICES. All official visitors coming to the BEP as a part of ongoing consultations, cases, investigations, or other business of EEO/Employee Counseling Services must be approved by the Chief, EEO, or his/her designated representative and entered into the VACS by the VACC. (BEP Form 2128 may be used for this purpose.) This requirement shall not apply to visitors meeting with an attorney in the Office of the Chief Counsel.***

***b. LABOR MANAGEMENT RELATIONS DIVISION.*** In cases where the prospective visitor is an official of any labor unions representing Bureau employees, the Office Chief, Division Manager, ***or Employee and Labor Relations Specialist (WCF)***, will obtain the concurrence of the Manager, ***Labor Management Relations Division (LMRD), Office of Human Resources (OHR/WDC)***, prior to visitor entry being made into the VACS. In no case will a union official be authorized entry onto Bureau premises without the concurrence of the Manager, ***LMRD/WDC***.

***c. OFFICE OF EXTERNAL RELATIONS. The Office of External Relations will directly receive and review all requests from, or on behalf of, any Congressional Members, Presidential Appointees, Foreign Government Dignitaries, News Media, and VIP's for access into the Bureau for any purpose.***

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**d. OTHERS. Any federal, state or municipal Law Enforcement Officer while actually performing official duties within BEP property, providing a bonafide need to enter has been established by the Office of Security (WDC) or the Security Division (WCF).**

**9. OFFICE OF PRIMARY RESPONSIBILITY.** Office of Security.

**<SIGNED>**

Thomas A. Ferguson  
Director

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